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DCI/RM-80-0001
14 January 1980

MEMORANDUM FOR THE RECORD

FROM: [REDACTED] *W*
Executive Officer, RMS

SUBJECT: Action Items from [REDACTED] Session, 10 - 11 January 1980

1. Budget Fact Sheet for Congressional Staffers. The Director, CLLO, will work with others as necessary to develop a single-page fact sheet on the FY 81 - 85 NFIP budget to circulate to congressional staffers and members, if that seems useful. The fact sheet should be available several days before transmittal of the President's budget to Congress.

2. Briefings on FY 81 - 85 Budget. If the DCI approves, the Director, CLLO, will set up a single briefing for all relevant congressional staffers two or so days before transmittal of the President's budget to Congress. The D/DCI/RM will check with the DCI and following that, the Director, CLLO, will inform the DCI's Legislative Counsel and OMB. The briefing will focus on how the budget was put together as well as what it contains. The fact sheet described above will be available for staffers the day of the briefing. The briefing will be given by the D/DCI/RM, who will offer to provide similar information to the members following delivery of the budget to Congress.

3. DCI Briefing Defending FY 81 - 85 NFIP. An outline of the DCI's testimony will be prepared and sent to him by Wednesday, 16 January. The Director, CLLO, is responsible for it. The outline should identify how the briefing will be divided between the DCI and the D/DCI/RM. The following items were discussed for possible inclusion in the briefing:

(Item 3 completed 1/14)

- DCI to discuss thrust of all major issues, D/DCI/RM to followup with discussion of structural categories.
- Track what happened to plan laid out in 1978.
- Stress continuity, refer back over last two years.
- Impact of SALT developments--implications not fully reflected in FY 81 budget.
- Discuss disconnect on reprogrammings.

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- Some systematic sense of what we are trying to do in the long-term.

4. Response to PMCD Survey. The following points are to be considered during revision of the draft response to PMCD:

- Floaters may be more easily defended as study leaders.
- Data Support Group perhaps should remain with D/DCI/RM office.
- Comptroller's office has GS-16 referents, one for each directorate.
- The grades of mid-level analysts should be no lower than that to which PMCD has already agreed.
- Idea of sharing secretaries between PGS and CLLS should be reviewed.
- Check to see whether CLLS relationship with Legislative Counsel needs to be addressed.
- Check to see whether need for graphics artist could be defended.

5. Missions and Functions Statements. Office directors are to review the missions and functions statements contained in the ICS CBJB with a view to revising (shortening and improving) these statements. They are to be turned into the Executive Officer for review by the D/DCI/RM and the AD/DCI/RM by 28 January.

6. Advance Work Plans (AWPs). Office and staff directors whose fitness reports are written by the D/DCI/RM or the AD/DCI/RM should provide draft AWP to the front office by 28 January. The AWP will be discussed with each office director and staff chief in a meeting with the D/DCI/RM during the week of 28 January. Those discussions will also include evaluations of staff members' strengths and weaknesses and office or staff performance. The AWP should include references to the office's mission as well as the manager's recruiting, managing and supervising responsibilities.

7. AWPs for Secretaries. The Chief, Admin Staff, should provide a general AWP for secretaries which can be amended to suit individual cases.

8. AWPs for Analysts and Monitors. Following discussions between the D/DCI/RM and office directors and staff chiefs, the latter are to prepare general AWP's for their employees for review by the D/DCI/RM. It is understood that these general statements will be amended to suit individuals as required.

9. Transfers Into and Out of the NFIP. PBO should do a note for the D/DCI/RM to send the DCI on the question of minor transfers that should be excluded from the DCI's injunction not to discuss the question of transfers further with DoD.

10. IRA Monitoring. The Director, PBO, should put together a proposal for discussion at an RM staff meeting on monitoring of IRA activities across RMS offices. The proposal should address whether it would be useful to have a focal point and how the individual selected would coordinate RMS activities. The discussion, when it takes place, should also address the DCI's role in reviewing IRA activities, whether a memo of understanding is required, and what E.O. 12036 says about the subject. It may be useful to have a conversation between RM and CT members to discuss how the DCI can monitor these activities.

11. Budget Issue Papers. PBO should work together with other offices to determine how best to include recommended rankings as alternatives for decision by the DCI or D/DCI/RM.

12. Audit Trail. The Director, PBO, and the Chief, Data Support Group, should, together, prepare a paper for the D/DCI/RM outlining pros and cons of maintaining audit trails of varying completeness during the budget review process. The D/DCI/RM will decide, based on this paper, how complete the audit trails must be for the FY 82 cycle.

13. Launch Decisions. PAO and PBO should put together a short paper that the D/DCI/RM can use in discussions with the D/DCI/CT and the D/NFAC on division of labor when advising the DCI on launch decisions.

14. Graphics Support for RMS. The Chief, Admin Staff, should make provisions for acquiring materials to supply a graphics shop.

15. Hot Printer. The Chief, Data Support Group, and Chief, Admin Staff, will survey machine users to determine whether they would find it useful to have a printer available that records their interaction with the computers. If there is even the slightest interest, the Admin Staff should go about acquiring one.

16. Indexing for Computerized Registry. The Chief, Admin Staff, and Chief, Data Support Group, should look into the cost and utility of hiring part-time employees to index past ICS material for inclusion in the computerized listing of registry holdings. RMS Registry employees will index current items as they are generated.

17. APEX Project Officer. The D/DCI/RM will select an individual to monitor the early stages of APEX development for RMS. The Executive Officer will put together a list of candidates.

18. Advisory Panel Suggestion. The Executive Officer, with the help of interested parties, should put together a paper on alternative objectives of an advisory panel and suggestions for establishing one, should the decision be made to do so.

19. Rotational Assignments within IC. Chief, Admin Staff, is to assemble information from office directors on responses to vacancy notices circulated throughout the Community for D/DCI/RM to raise at Community Breakfast.

20. Applicants. AD/DCI/RM to discuss with Director of Personnel the possibility of making the list of applicants to the Agency and their folders available to RMS on a timely basis. Chief, Admin Staff, is to check into whether RMS vacancy notices may be provided to Civil Service for inclusion in their books of Government positions available.

21. Instructions for Interviewing Applicants. [] is to work with the Personnel Office to devise a short list of instructions for offices on the handling of applicants. They are to consider such things as identifying a host for each applicant, time limit for responding to focal point on assessment of applicant, etc.

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22. Development of Middle Management. Proposals for managing the careers of promising employees will be discussed further at a career board meeting.

23. Short Course in Available Data Bases. The Chief, Data Support Group, will develop a short course to acquaint RMS analysts with the data bases and software available for their use. This course should be available for delivery before the end of February. Following it, members of the Data Support Group will query analysts and program monitors on its usefulness and assist them in making use of the data bases and software. The course should be repeated periodically so that new employees are introduced to the assets available to them.

24. D/DCI/RM and AD/DCI/RM Daily Schedules. The secretaries to the D/DCI/RM and the AD/DCI/RM will prepare daily, updated weekly schedules based on the format used for the DCI and DDCI schedules for circulation to office directors and staff chiefs.

25. Work In Progress Reports. The weekly activity reports known as "Work In Progress Statements" will be eliminated.

26. POST OAK II. The D/DCI/RM should advise the DDO that the DCI is planning to go to Europe to attend POST OAK II.

27. Staff Meetings. Except during very busy periods, as described below, staff meetings will continue to be held on Monday, Wednesday, and Friday. The Monday and Friday meetings will continue to be scheduled for half an hour. The Wednesday meeting may run as long an hour. Attendees are encouraged to bring up matters of interest not only to the D/DCI/RM but to other office directors as well, even the shorter meetings should contain more of an exchange of information on on-going work than is now the case. Occasionally the status of substantive studies will be briefed at staff meeting. Office directors and staff chiefs are encouraged to bring other members of their staffs to the meetings when it is appropriate for them to participate.

28. RM Staff Meetings. There was a consensus that during certain periods of the program and budget reviews, when RMS moves into operational rather than staff mode, it would be useful to have daily morning meetings to resolve the coordination problems and to discuss how to handle particular issues. The Executive Officer should canvas the office directors to determine when, from their point of view, it would be useful to begin daily morning meetings. The Executive Officer should also determine when it is useful to ask additional RMS members to attend these meetings.

29. Histories of A-11 and KH-4 Programs. D/DCI/RM to circulate subject histories for information and education of those attending Beechtree. Two points of interest are how swiftly things could be done when necessary and the tolerance for intermediate failure.

30. Dick Bissell's "Dining In" Notes. The Director, CLL0, will provide these for D/DCI/RM and AD/DCI/RM.

There will be further evaluation of PBO's proposal for Program Review, but no specific action has been assigned at this time. Please be thinking about the subject.

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